



# CITY OF HOUSTON

## Job Posting

1	<b>Applications accepted from:</b>	All Persons Interested
2	<b>Job Classification</b>	EMS Educator Coordinator
3	<b>Posting Number</b>	PN# 102989
4	<b>Department</b>	Fire Department
5	<b>Division</b>	Emergency Medical Services
6	<b>Section</b>	Administration
7	<b>Reporting Location</b>	500 Jefferson
8	<b>Workdays &amp; Hours</b>	M - F, 8 a.m. - 5 p.m.*
		*Subject to change
9	<b><u>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</u></b> Formulates and develops systems or “action plans”, procedures and programs for EMT, Paramedic Internship Program. Meets training needs and systems problems for First Responder, EMT’s and Paramedics. Organizes and develops training manuals, reference libraries, testing and evaluation procedures, multimedia visual aids and other educational materials for EMS training/education process for EMT/Paramedic Internship and First Responder Programs. Conducts conferences to acquaint management with new programs and their objectives. Maintains a record of training programs attended by departmental employees. Maintains contacts with other companies, training organizations and associations.	
10	<b><u>WORKING CONDITIONS</u></b> The position occasionally requires stooping or bending. Occasionally very light lifting up to 20 pounds may be required. There are routine exposures to significant levels of heat, cold, moisture and air pollution. The position may involve periodic exposure to chemical substances and physical trauma of a minor nature such as cuts, bruises and minor burns.	
11	<b><u>MINIMUM EDUCATIONAL REQUIREMENTS</u></b> Requires a Bachelor’s degree in Nursing. A Master’s of Science degree in Nursing or a related field is preferred..	
12	<b><u>MINIMUM EXPERIENCE REQUIREMENTS</u></b> Five years of experience as a Registered Nurse in emergency or hospital care or a Paramedic (EMT-P), with at least two of the years in training, are required.	
13	<b><u>MINIMUM LICENSE REQUIREMENTS</u></b> Within the first year of employment must obtain the following certifications: Paramedic (EMT-P), Advanced Cardiac Life Support Instructor (ACLS-I), and certification in Medical Director’s guidelines and protocols. Must have a valid Texas drivers license and be in compliance with the City’s policy on driving (AP2-2).	
14	<b><u>PREFERENCES</u></b> Preference will be given to applicants based on level and tenure of experience and working knowledge of Windows and Microsoft Office. Administrative experience in a large urban EMS system is preferred.	
15	<b><u>SELECTION/SKILLS TESTS REQUIRED</u></b> Qualified applicants will be subject to an assessment of skills during the interview process.	
16	<b><u>SAFETY IMPACT POSITION</u></b> Yes If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.	
17	<b><u>SALARY INFORMATION</u></b> Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is: <div>Salary Range - Pay Grade 24</div> <div>\$1,419.00 - \$1,961.00 Bi-weekly      \$36,894.00 - \$50,986.00 Annually</div>	
18	<b><u>OPENING DATE</u></b>	February 16, 2005
19	<b><u>CLOSING DATE</u></b>	Open Until Filled
20	<b><u>APPLICATION PROCEDURES</u></b> Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Level. TDD Phone number (713) 837-9496. Successful candidates will be notified of their application status. <b>All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.</b>	
	An equal opportunity employer	